



HADDENHAM Parish Council

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DRAFT MINUTES **FULL PARISH COUNCIL MEETING** Monday 12th October 2020, 7.30pm Held remotely via Zoom

Present: Cllrs Mrs. Aston, Mr. Brown, Mr. Hoare, Mr. O'Hanlon, Mr. O'Loughlin, Mr. Sharp, Mr. Truesdale (Chair) and Mr Young.
Bucks Cllrs: Mrs Brandis
Clerk: Ms. Gilbert.
Acting Deputy Clerk: Ms. Allman.
Assistant Clerk: Ms. Griffiths.
5 members of the public.

PC21 24 APOLOGIES

Apologies for absence were received and accepted from Ms Poole and Mr Lyons. Long standing apologies remain for Mr Wheeler.

PC21 25 DECLARATIONS OF INTEREST

Mrs Aston declared an interest in the Village Hall Management Committee and Mr Sharp declared an interest in the Library.

PUBLIC PARTICIPATION

In response to the discussion of the cycle lane, under agenda item PC21 29 (ix), a member of public observed that 2 questions about the cycle path have been commonly raised.

1. Are westbound cyclists intended to use the eastbound cycle lane also?
2. Are cars going eastward permitted to drive in the cycle lane?

Mr Truesdale confirmed that the cycle lane is for those travelling eastward only. He also explained that in his observation cars were able to fit on the road without using the cycle lane but larger vehicles were required to straddle the cycle lane.

PC21 26 MINUTES

The minutes of the meeting held on 20th July 2020 and the extraordinary meeting held on 24th August 2020 were AGREED as a true record and signed.

PC21 27 COVID-19 UPDATE

- (i) Mr Truesdale confirmed that the helpline remains open to those who need it and we are lucky to have many volunteers ready to provide assistance.
- (ii) It was noted that the Haddenham Hamper website has gone live. Additional local businesses have asked to join the site and now total 10. Further businesses are still able to join and should contact the Clerk if interested in doing so. The website address is <https://haddenham-hamper.co.uk>. Thanks were expressed to David Bevan, Ian Bull, Jonathan Hook, John Rowlands, Iain Wilcox, Cllr David O'Hanlon and Cllr Jim Brown for their help in setting up the initiative.

PC21 28 REPORT FROM BUCKINGHAMSHIRE COUNCIL

Mrs Brandis provided the following report:

It was explained that the process to call in a planning application has changed and the request must now be made via commenting on the relevant planning application on Buckinghamshire Council's website.

A new Covid -19 testing facility is due to open at The Gateway, Aylesbury later in October.

On climate change, Buckinghamshire Council has agreed to offset carbon emissions by planting trees. The Buckinghamshire Energy Strategy covers all council buildings. Buckinghamshire Council has signed the Nottingham Declaration on Climate Change, under which councils pledge to actively tackle climate change in their area and help the UK meet its national climate change targets.

PC21 29 REPORTS FROM OUTSIDE BODIES

- (i) Haddenham Youth and Community Centre - Mr Truesdale
The centre has not reopened for general business but has permitted Haddenham Community School to use the hall to help the school manage social distancing now it has returned. The trustees are keen to re-open the youth group. This will be discussed with the youth leader in the near future.
- (ii) Haddenham Village Hall Management Committee – Mrs Aston
The committee are waiting for a third quote for a replacement boiler. This is due back shortly. The Walter Rose room is being redecorated by members of the committee. There are issues with the roof over the Mabel Parkinson room. The tiles are damaged and letting in water.
- (iii) Haddenham Community Library – Steve Sharp
Since re-opening the library has been busy, with the numbers of books being issued now approaching 50% compared to pre-Covid.
Sarah Whitmore will start as the new library manager on 20th October.
A large number of new children's books have been purchased.
Picture books have been made available to pick-up in bundles of ten, which is proving popular with parents.
- (iv) Playing Field Management Committee – Mr Young
The committee hasn't met. The football posts by Old Mill Close were badly damaged and posed a potential hazard. This has been dealt with.
- (v) Sports and Social Club Committee – Mr Young
The club re-opened on Saturday 10th October in line with social distancing guidelines.
- (vi) The draft minutes from the Banks Park Recreation Ground Trust meeting held on 24th August 2020 were noted. Mr Truesdale reported that work has begun on the refurbishment of the Day Care Centre. Initial work is focusing on the flat roof repairs. Asbestos has been removed by a specialist contractor.
- (vii) The draft minutes from the Haddenham Educational Charity meeting held on 28th September 2020 were noted. Mr O'Hanlon reported that £165 was awarded to each of the 18 applicants. The Charity is considering tapering the awards for recurrent applicants, so the value of the award is not diluted in years where the number of applicants is high.
- (viii) Mr Truesdale provided a report from the Community Board meeting held on 24th September 2020. It was noted that Mr Truesdale has joined two working groups: The first group is looking into a potential cycle and walk link from Haddenham to Thame and from Haddenham towards Aylesbury. The second group is looking at freight strategy including weight limits and HGV movement.
Mr Truesdale explained that he and Cllr Lyons spoke on behalf of the Parish Council's application for 50% funding towards the phase 2 parking restrictions project, intended to mitigate the impact of station parking on the village, but it was not supported by the remaining 3 Buckinghamshire Councillors representing Haddenham.

- (ix) Mr Truesdale raised 4 issues he wanted to draw attention to:
1. Commuter parking - already covered by previous agenda point.
 2. The temporary cycle way along Thame Road – This has been implemented by Buckinghamshire Council and is planned to be in place for 3 months. Mr Truesdale advised that any feedback on the temporary scheme should be directed to Buckinghamshire Council at <https://www.buckinghamshire.gov.uk/parking-roads-and-transport/active-travel/active-travel-feedback>.
- The Parish Council was consulted by Buckinghamshire Council, prior to the implementation of the scheme, and drew attention to the poor road surface amongst other feedback on the original proposal. The Parish Council will write again to Buckinghamshire Council to highlight the concerns raised by the village and to ask that the scheme be rescinded immediately due to safety concerns.
3. Numerous new white lines have been painted around the village – Buckinghamshire Council is a signatory to a protocol regarding highway work in Conservation Areas which states white lines will not be used and a low key approach will be used with regards to other road markings such as double yellow lines. Cllr Harriss has been contacted regarding the issue as the protocol has not been adhered to.
 4. St Mary's School parking – Extra measures put in place at the school in relation to coronavirus have exacerbated issues with parking and road safety in Church End. The head teacher has been trying to regulate parking and traffic movements and Buckinghamshire Council's safety team have been contacted and have been out to conduct a site visit.

PC21 30 PLANNING COMMITTEE

- (x) The minutes of the meetings held on 20th July, 10th August and 24th August and 28th September 2020 were noted.

- (xi) 20/03048/APP 7 Rudds Lane Haddenham Buckinghamshire HP17 8JP
Change of use to mixed use to accommodate Childminding Business, to include use of entire property, garden and outbuilding (retrospective)

Prior to agreeing a response, the applicant was invited to address the Council.

The applicant explained that she had been running a childminding business within the village for several years before moving to 7 Rudds Lane last October. The childminding business has 6 under 5s attending per day and is open 8am-5.30pm Monday – Thursday and 8am – 5pm Friday. The application comprises of 4 members of staff, including the applicant, who work across the week.

In response to neighbours' comments about the noise of the children when in the garden, the applicant explained that this summer had been unusual due to Covid-19 restrictions and the children would not normally spend so much time in the garden.

Mr Truesdale explained planning permission is not normally needed to work/operate a business from home provided the primary purpose of the house remains residential. The key test is whether the overall character of the dwelling will change as a result of the business. The main factors to consider include:

Will the business result in a marked rise in traffic or people calling?

Will the business involve any activities unusual in a residential area?

Will the business disturb neighbours at unreasonable hours or create other forms of nuisance such as noise or smells?

Will any structural alterations be needed?

Taking all of the above into account, the Parish Council AGREED to comment as follows:

The last few months have been exceptional due to the impact of Coronavirus. The applicant attended our meeting and explained that, as a result of associated restrictions, children have been in the garden more frequently than usual. This, therefore, makes it hard to judge what the normal impact of the business might be on neighbouring properties. The Parish Council is aware of neighbours'

complaints and of the issues involved in whether a material change of use has taken place. The Parish Council is also aware of other child-minding services in homes which operate without complaint. We suggest that a limited period permission of 12 months be granted to allow time to assess the impact in more normal circumstances.

- (xii) Mr Truesdale reported that outline permission has been granted for the application at Land West of Churchway (17/02280/AOP) subject to 25 conditions, including approval of a surface water drainage scheme, inclusion of new pedestrian/cycle links to Platers Road and the former airfield site, and an ecological mitigation and enhancement plan.

Mr Truesdale also reported that the Green Dragon's most recent application for change of use (20/02543/APP) has been declined.

Mr Truesdale suggested that the Parish Council write to the MP for Buckinghamshire endorsing Buckinghamshire Council's report, as well as the other previously circulated reports, in response to the Government's white paper on planning 'Planning for the Future'.

PC21 31 FINANCE AND GENERAL PURPOSES COMMITTEE

- (i) The draft minutes of the meeting held on 28th September 2020 were noted.
- (ii) The finance reports for the quarter ending 30th June 2020 were received. There is a surplus of £1051.
- (iii) The recommended budget changes for 2020/21 were AGREED as follows:

		<u>Precept</u>	<u>Budget</u>	<u>Change</u>	
ENVIRONMENT	Maintenance	£ 1,500	£ 14,264	-£ 12,764	budget increased to include work carried out in addition to contract
	Outsourced Maintenance	£ 72,000	£ 49,236	£ 22,764	budget reduced to cover cost of contracted payments only
STAFF COSTS	Salaries	£ 78,951	£ 71,767	£ 7,184	updated to reflect annual pay rises and sick pay
	Pension	£ 3,948	£ 3,588	£ 360	updated to reflect annual pay rises and sick pay
	Employers NI	£ 6,237	£ 5,670	£ 567	updated to reflect annual pay rises and sick pay
GENERAL ADMIN	Office rent / room hire	£ 4,590	£ 3,800	£ 790	reduced - no room hire fees - meetings held via Zoom
	Training	£ 4,000	£ 1,500	£ 2,500	CiLCA training postponed for Kerrie and online training has reduced cost
	Grants and donations (S137)	£ 11,070	£ 21,070	-£ 10,000	HYCC and HCL grants paid 01/04/20 so budget for these brought forward from 19/20

	Election Costs	£ 3,000	£ -	£ 3,000	No election held this year
	Information Technology	£ 2,500	£ 3,500	-£ 1,000	Increased to fit out new PC office and meeting room
TRANSFERS TO RESERVES	EMR HPC Asset Reserve	£ 15,000	£ 22,448	-£ 7,448	Increased to cover the contribution to the Village Hall roof
	EMR Staffing Contingency	£ 8,914	£ 14,867	-£ 5,953	Increased to cover the temporary cover for Deputy Clerk to March 2021
		<u>£ 211,709</u>	<u>£ 211,709</u>	<u>£ 0</u>	

- (iv) The Parish Council APPROVED the RECOMMENDATION to accept the quote from Aspire for the additional grounds maintenance required for the Airfield Pitches for works until May 2021, when Aspire's contract is due to expire, subject to confirmation that the quote provided is the best value they can offer.
The quote will come into effect when the land transfer is complete.
- (v) It was AGREED to reappoint the existing Internal Auditor. The proposed date for the interim audit on 20th October 2020 was noted.
- (vi) The list of payments was noted (see appendix)
- (vii) Mr Truesdale reported that the Village Hall Improvements Group hadn't met.
- (viii) Mr O'Hanlon reported that the Clerk attended a SLCC webinar on declaring a Climate Emergency and Action Planning. He also explained that the first area of focus is reducing food waste and he is in the process of watching an online webinar on the topic. Mr O'Hanlon has made a presentation on the Council's climate strategy to the Rotary Club and will be making another presentation to the Village Society on 14th October.

PC21 32 ENVIRONMENT COMMITTEE

- (i) The draft minutes of the meeting held on 10th August 2020 were noted.
- (ii) Mr Young explained that the scheduled work to clear the drains at Woodways has been temporarily delayed as the contractor had to attend an emergency call out at Stoke Mandeville Hospital.
- (iii) No report was made from the Allotments Committee.
- (iv) No report was made from the Community Orchard Committee.
- (v) A member of public reported that a large wasp nest had been reported at Snakemoor half-way down the drive.

PC21 33 SCHEDULE OF MEETINGS

Wednesday 28 th October	9.30am	Allotments Committee
Monday 2 nd November	7.00pm	Planning Committee
	7.30pm	Environment Committee
Friday 20 th November	10.00am	Banks Park Trust (TBC)
Monday 23 rd November	7.00pm	Planning Committee
	7.30pm	Finance & General Purposes Committee followed by Haddenham Educational Charity
Monday 14 th December	7.00pm	Planning Committee
	7.30pm	Parish Council

CONFIDENTIAL ITEMS

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Council resolved to exclude members of the public for the following agenda items on the grounds that publicity may be prejudicial to the public interest or because of the confidential nature of the business to be transacted.

PC21 34 TRANSFER OF LAND AT HADDENHAM AIRFIELD

The solicitors report and final transfer documents were noted. An indemnity covenant has been inserted in the transfer documents.

CALA Homes has asked for a license to use 20 spaces in the new playing fields and pavilion car park between 9-am -5pm Monday – Friday. Either party has the right to terminate the agreement with 1 months’ notice. The Parish Council AGREED to this request.

PC21 35 PERSONNEL COMMITTEE

- (i) The draft minutes of the meeting held on 27th August 2020 were noted and recommendations AGREED.
- (ii) The recommendation to pay staff for unused holiday for 2020 was AGREED.

CLOSURE OF THE MEETING

The meeting closed at 9.35pm.

Signed: _____ DRAFT _____ Date: 14th December 2020
Chair

Appendix: List of Payments

List of Payments made between 01/07/2020 and 30/09/2020					
Current Account					
Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
05/07/2020	Buckinghamshire Council	DD	£ 65.00	20100	pavilion rates Jul
13/07/2020	Everflow Limited	DD	£ 1,040.72	20101	Pond & Workshop water
15/07/2020	Complete Aquatics Ltd	BACS	£ 2,300.00	20077	Ponds clearance
15/07/2020	Diccon Proctor	BACS	£ 140.99	20078	reimbursement orchard
15/07/2020	John Wheeler	BACS	£ 25.00	20079	reimburse refuse bags
15/07/2020	PCMS design	BACS	£ 765.00	20080	Day Centre refurb
15/07/2020	Crescent Garden Services	BACS	£ 225.00	20081	churchyard maint June
15/07/2020	Aylesbury PAT Testing	BACS	£ 83.99	20082	PC office PAT test
15/07/2020	Snapper Media	BACS	£ 519.99	20083	Had Hamp hosting & build
15/07/2020	Michael Whitney	BACS	£ 125.00	20084	RoW cuts May & Jun
15/07/2020	ARD (ABA Construction) Ltd	BACS	£ 1,596.00	20085	quarterly inspec & new matting
15/07/2020	Block 9 Ltd	BACS	£ 72.00	20086	new signs
15/07/2020	Microshade Business Consultant	BACS	£ 252.60	20087	hosted services
15/07/2020	Aspire Community Works	BACS	£ 7,539.96	20088	ground maintenance 18/05-17/06
15/07/2020	Buckinghamshire Council	DD	£ 35.10	20097	eurobin hire & empty
15/07/2020	Vodafone	DD	£ 46.96	20102	phone / internet
16/07/2020	SSE Southern Electric	DD	£ 827.13	20096	street light electric Jun
20/07/2020	BC&E	DD	£ 631.54	20094	pension July
27/07/2020	EON	DD	£ 58.19	20098	workshop electric
29/07/2020	Lloyds Bank	DD	£ 5.00	20095	bank charge 10/05-09/06
29/07/2020	BC&E	DD	£ 631.54	20099	pension Jul
31/07/2020	Salaries	BACS	£ 5,138.10	20089	salary & reimburse
31/07/2020	HMRC	BACS	£ 1,637.91	20093	Tax NI July
05/08/2020	Buckinghamshire Council	DD	£ 65.00	20137	pavilion rates Aug
11/08/2020	Everflow Limited	DD	£ 156.26	20114	pond / workshop water
12/08/2020	Vodafone	DD	£ 46.96	20111	phone / internet
16/08/2020	Buckinghamshire Council	DD	£ 90.00	20112	eurobin hire / empty July
17/08/2020	Lloyds Charge Card	July CC	£ 214.26	TRF	Charge Card Payment
18/08/2020	SSE Southern Electric	DD	£ 909.38	20115	street light electric
19/08/2020	EON	DD	£ 20.98	20113	workshop electric Jul FINAL
27/08/2020	Red Kite Radio	BACS	£ 500.00	20117	Grant
27/08/2020	Haddenham Youth & Community	BACS	£ 5,000.00	20118	Grant 2020
27/08/2020	Society of Local Council Clerk	BACS	£ 108.00	20119	Clerk Training courses
27/08/2020	John Wheeler	BACS	£ 20.00	20120	reimburse refuse bags
27/08/2020	Crescent Garden Services	BACS	£ 450.00	20121	churchyard maint Jul Aug
27/08/2020	Snapper Media	DD	£ 190.00	20122	Additions to Had Hamp
27/08/2020	IAC Audit & Consultancy	BACS	£ 420.00	20123	YE Internal Audit 19/20
27/08/2020	Haddenham VH Social Centre MC	BACS	£ 1,900.00	20124	Office rent x2 quarters
27/08/2020	Aspire Community Works	BACS	£ 7,251.96	20125	grounds maint 18/06-17/07/20
27/08/2020	Microshade Business Consultant	BACS	£ 252.60	20126	hosted services
27/08/2020	Agripower Ltd	BACS	£ 1,138.86	20127	tennis courts
27/08/2020	Clearfast Services Ltd	BACS	£ 300.00	20128	clear CCTV pavilion drains
27/08/2020	Complete Tree Services	BACS	£ 576.00	20129	Tree work Woodways Harts

List of Payments made between 01/07/2020 and 30/09/2020					
Current Account					
Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
27/08/2020	Ricoh	BACS	£ 124.81	20130	photocopier hire / usage
27/08/2020	Ace Pest Control	BACS	£ 170.00	20131	pest control Jul & Aug
27/08/2020	Salaries	BACS	£ 5,098.85	20132	salary Aug
27/08/2020	HMRC	BACS	£ 1,637.91	20136	Tax / NI Aug
28/08/2020	Lloyds Bank	DD	£ 5.00	20116	bank charge 10/06-09/07
05/09/2020	Buckinghamshire Council	DD	£ 65.00	20161	pavilion rates
10/09/2020	British Gas Lite	DD	£ 24.92	20167	Workshop electric
11/09/2020	Everflow Limited	DD	£ 160.81	20166	Water Ponds & Workshop
12/09/2020	Vodafone	DD	£ 51.96	20145	phone & internet
14/09/2020	Buckinghamshire Council	DD	£ 94.20	20163	eurobin hire / empty
15/09/2020	Lloyds Charge Card	CC Aug	£ 265.98	TRF	Charge Card August
16/09/2020	SSE Southern Electric	DD	£ 799.76	20160	street light electric
22/09/2020	BC&E	DD	£ 631.54	20164	Pension Aug
25/09/2020	Haddenham Parochial Charities	BACS	£ 3,102.00	20146	Allotment site lease rent
25/09/2020	Salaries	BACS	£ 5,817.46	20147	salary Sept (inc backpay)
25/09/2020	HMRC	BACS	£ 2,097.65	20151	Tax / NI Sept
25/09/2020	John Wheeler	BACS	£ 22.50	20152	reimburse Refuse Bags
25/09/2020	PCMS design	BACS	£ 799.00	20153	Village Hall - Day Centre
25/09/2020	Microshade Business Consultant	BACS	£ 252.60	20154	hosted services
25/09/2020	Eldridge Electrical	BACS	£ 787.62	20155	Street light repairs
25/09/2020	Snapper Media	BACS	£ 380.00	20156	Hdm Hamp Add new shops
25/09/2020	Aspire Community Works	BACS	£ 7,197.96	20157	ground maint 18/08-17/09/20
25/09/2020	Crescent Garden Services	BACS	£ 225.00	20158	churtyard maint Sept
25/09/2020	Wel Medical	BACS	£ 1,500.00	20159	Defibrillator CoOp
29/09/2020	Lloyds Bank	DD	£ 5.00	20162	bank charge 10/07-09/08/20
29/09/2020	BC&E	DD	£ 735.74	20165	Pension Sept
	Total Payments		£ 75,426.25		
Charge Card Account					
02/07/2020	George Browns	CREDIT	£ 20.00	20103	Barrier Tape
07/07/2020	Lloyds Bank	CREDIT	£ 32.00	20104	Annual Fee Charge Card
17/07/2020	Bucks Berks Oxon Wildlife Trus	CC	£ 20.00	20105	Wilding Parishes Webinars
21/07/2020	Jones & Son Pest Control	CC	£ 28.34	20106	Defender bird spikes
23/07/2020	Bucks Berks Oxon Wildlife Trus	CC	£ 40.00	20107	Wilding Parishes Webinars
26/07/2020	Robert Dyas	CC	£ 17.97	20108	cable ties
27/07/2020	Metalbeat Ltd	CC	£ 49.95	20109	Phone set for office
28/07/2020	Land Registry	CC	£ 6.00	20110	Land registry title copy
10/08/2020	Snapper Media	CC	£ 44.99	20138	HDM Hamp Host Mgt
10/08/2020	Land Registry	CC	£ 6.00	20139	land registry title copy
10/08/2020	Land Registry	CC	£ 6.00	20140	land registry title copy
10/08/2020	iBin Innovations Ltd	CC	£ 164.00	20141	iBin Innovations Ltd
31/08/2020	Snapper Media	CC	£ 44.99	20142	HDM Hamp host Mgt
05/09/2020	Clinton Cards	CC	£ 0.99	20143	condolence card
19/09/2020	Waitrose & Partners	CC	£ 5.00	20144	A4 paper
	Total Payments		£ 486.23		
	TOTAL		£ 75,912.48		